



**DEPARTMENT OF PERSONNEL**

209 E. Musser Street, Room 101  
Carson City, Nevada 89701-4204  
(775) 684-0150  
[www.state.nv.us/personnel/](http://www.state.nv.us/personnel/)

**MEMO PERD #16/04**

May 6, 2004

TO: Agency Personnel Liaisons  
Agency Personnel Representatives

FROM: Jeanne Greene, Director  
Department of Personnel

SUBJECT: NAC 284.374 – Refusal to consider certain persons

---

As you know, NAC 284.374 has been amended to allow appointing authorities to refuse to consider an eligible person who has been subject to a suspension, demotion, or termination as a result of an upheld or uncontested disciplinary action in the preceding 12 months. The Department of Personnel will enter information from IFS-HR into the TRAC database to assist agencies in identifying individuals who have been subject to these disciplinary actions. As of May 24 hiring lists will include this information. We will be updating the information every two weeks. Disciplinary information concerning individuals employed in the classified service of the University System will not be available at this time. Please remember, the regulation requires you to notify the employee in writing if you are not considering them for a vacancy due to disciplinary action.

To allow our department to accurately enter this data, your cooperation on a couple of issues is necessary. The appropriate action codes on the ESMT-A should be utilized: DMOT 095 – Demotion for Disciplinary Reasons; LWPDS – Leave Without Pay Disciplinary (Suspension); and TERM 070 – Dismissed After Probation. If for some reason you find it necessary to enter two actions on the same day for the same employee, please be sure the disciplinary action is the last action entered.

As we begin this new procedure, if you have any questions or feel there is inaccurate information on a given list, please contact us immediately. The staff member who is coordinating this effort is Personnel Technician Amy Carlton, who can be reached at 775-684-0150.

As always, thank you for your cooperation.

JG:sq